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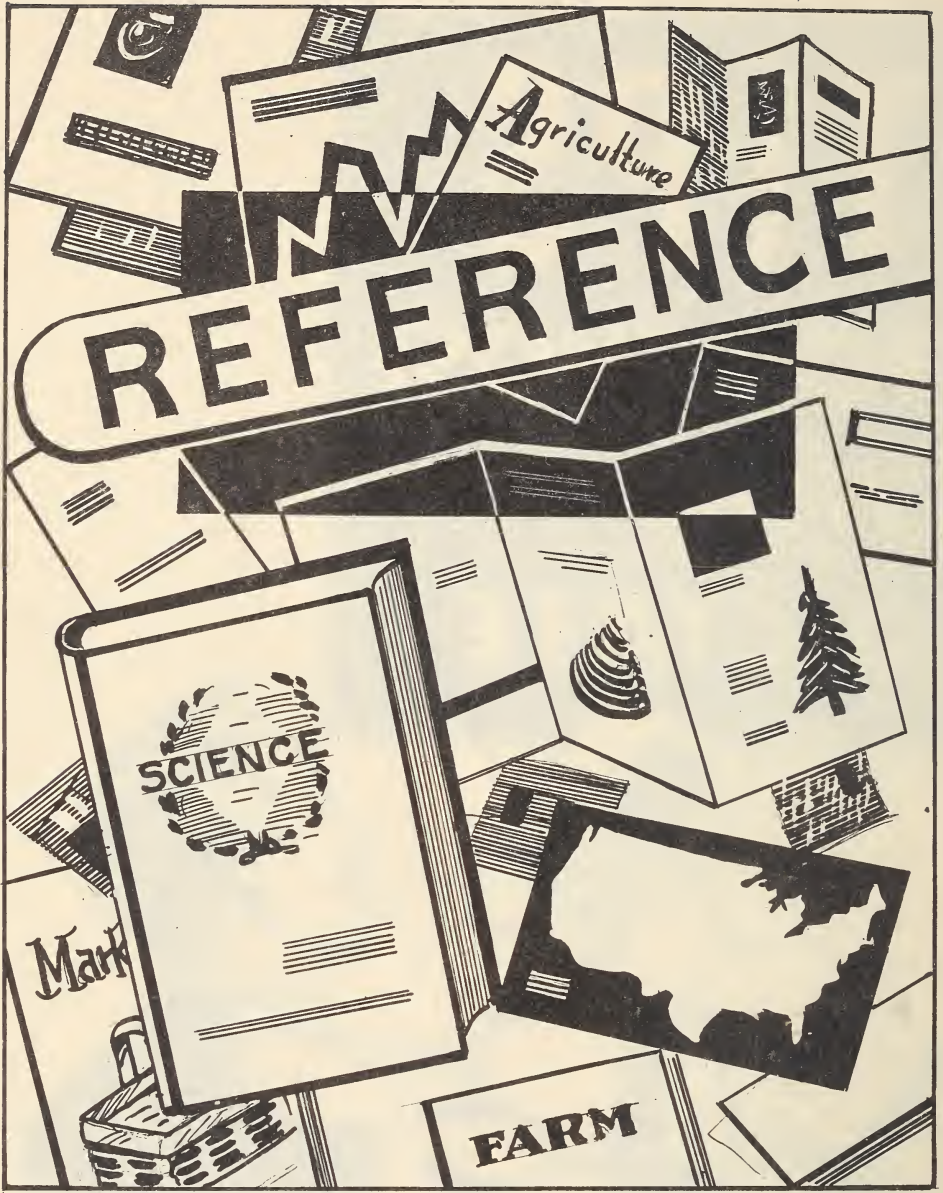
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Cap 4

TIPS FOR THOSE WHO DICTATE



U.S. DEPARTMENT OF AGRICULTURE,
OFFICE OF PERSONNEL
DIVISION OF TRAINING
ADMINISTRATIVE SERIES No. 7



Have Available Background
Information and Reference
Materials.



Have General Outline
Clearly in Mind or Written.



BY PLANNING, YOU Avoid Being a "Cross-That-Out", "No, Leave-That-In" "Now, Read-It-Back" Dictator.

DICTATION



If Possible, Dictate in the Morning;
Avoid Piecemeal Dictation.



**Speak Directly to Your Stenographer
----Not to the Floor,
Ceiling or Window.**



Speak Distinctly; Enunciate Clearly.



**Put Expression in Your Dictation--
This Assures More Accurate
Spelling and Punctuation.**



**Use Natural Tone of Voice ---Avoid
Shouting or Whispering.**



Dictate at a Rate which Your Stenographer can Write---Unexpected Speed Spurts are Disrupting.



**Avoid Chewing and Smoking
While Trying to Dictate.**



**Tell Your Stenographer
Which Dictation to Transcribe First.**



**Inform Your Stenographer Regarding
Form Desired--Rough Draft, Final Form,
Letter or Memorandum Style.**



**Specify to Whom, Where and How
Additional Copies are Sent.**



**Inform Your Stenographer About
Enclosures Unless Specified
in the Message.**

GENERAL UNDERSTANDINGS BETWEEN DICTATOR AND STENOGRAPHER

Explain Whether Your Dictation is to be Transcribed Verbatim or in Accordance with Your General Ideas.

Spell Unusual Words or Proper Names Which are not Known to Your Stenographer.

Be Sure Your Stenographer Knows for Whose Signature Materials are Written.

Encourage Your Stenographer to Ask Questions --- It's Much Better to Understand than to Retype Materials.

